

# Strategic Planning Training Group

## Developer Training Subcommittee

### May 12, 2004

Meeting Date	May 12, 2004 10-10:45 am ET
Attendees:	<p><b>Chair:</b> Jim Harrison UPMC</p> <p><b>Participants:</b> David Rocke Ph.D. UC Davis Terry Braun Ph.D. Iowa</p> <p>Absent: Chris Chute MD PhD, Mayo Clinic, Mike Becich MD Ph.D. UPMC</p> <p>NCI: Marsha Reichman Ph.D.</p> <p><b>Booz Allen</b> Working Group Coordinator: Cait Cusack</p> <p>Architecture Workspace Coordinator: Arumani Manisundaram</p>
Agenda	<ol style="list-style-type: none"> <li>1. Introduction of Arumani Manisundaram</li> <li>2. Discuss Mission</li> <li>3. Discuss Immediate Tasks and Delivery Dates</li> <li>4. Other Issues and Concerns</li> <li>5. Confirmation of next meeting</li> </ol>
1. Introduction of Arumani Manisundaram	<p>Because of the need to for this group to closely interact with the Architecture Workspace, Arumani Manisundaram was asked to briefly introduce himself to the group and give a summary of the relevant activities of the Architecture Workspace.</p> <ul style="list-style-type: none"> <li>• The Best Practices subgroup will be the group we interact with the most. Jim Harrison is the liaison with this group and will be able to report on their activities</li> <li>• There is a scheduled teleconference next week between Architecture and the Vocab CDE group. Jim Harrison as our Chair and liaison to the architecture will be able to report on this meeting for us</li> <li>• The following week there will be a session with the Domain Workspaces to identify near-term goals, needs of the centers and what problems they foresee in terms of architecture stand point.</li> <li>• The architecture group has met with the overall Strategic Planning Group</li> </ul>

5/20/2004

## Strategic Planning Training Group

### Developer Training Subcommittee

**May 12, 2004**

2. Discuss Mission	The need to define a mission for the group was discussed. This mission will be crafted in the format of short and long-term goals for the group.
3. Discuss Immediate Tasks and Delivery Dates	<ul style="list-style-type: none"> <li>• Needs assessment of Developers <ul style="list-style-type: none"> <li>○ Jim Harrison suggested we try and get a list of the deliverables from the other workspace and working group and</li> <li>○ The architecture group is planning on contacting the developers to determine their needs. Jim Harrison suggested folding our activities into theirs to be more efficient, allowing the architecture activities to complete, and using their report as a framework for training and identify areas we need additional information from them.</li> <li>○ Marsha Reichman raised the question if the architecture group would be asking developers about their preferred method of training. Jim Harrison will bring this to that group</li> <li>○ Jim Harrison will also plan to post a summary of the discussions that occur in the architecture group to the our forum and vice versa to generate discussion</li> <li>○ Terry Braun raised the concern that as a developer he does not yet know what the needs will be and thus this may need to be an ongoing process</li> <li>○ A timeline was discussed for this activity. It was felt that the architecture timeline for these activities is in line with ours.</li> </ul> </li> <li>• Project Plan for the Developer Subcommittee Group <ul style="list-style-type: none"> <li>○ It is expected that the project plan for this group would fall out from the needs assessment</li> <li>○ Plan to have a framework for the project plan for the June face-to-face meeting</li> <li>○ Plan to have finalized project plan by September 1, 2004</li> </ul> </li> <li>• Communication between the groups</li> </ul>

5/20/2004

## Strategic Planning Training Group

### Developer Training Subcommittee

**May 12, 2004**

	<ul style="list-style-type: none"> <li>○ Jim Harrison will keep us apprised of the Best Practice subgroups activities</li> <li>○ Chris Chute will keep us apprised of the Vocab and CDE groups activities</li> </ul>			
Other Issues and 4. Other issues and Concerns	<ul style="list-style-type: none"> <li>• Discussion around use of our forums. The hope is to be using this as an area for discussion.</li> <li>• Jim Harrison will be forwarding on some suggestions as to how to make the forums more functional</li> </ul>			
5. Confirmation of next meeting	Our next meeting date and time will be May 26, 2004 at 10 am			
	<b>Action Items from Meeting</b>			
	<b>Name Responsible</b>	<b>Action Item</b>	<b>Date Due</b>	<b>Notes</b>
	Jim Harrison and Cait Cusack	Brief statement outlining short term and long term goals	5/26/04	
	Cait Cusack	List of Deliverables across all groups	5/26/04	
	Developer Subcommittee	Preliminary framework of needs assessment of developers	6/30/04	
	Developer Subcommittee	Finalized needs assessment of developers	7/30/04	
	Developer Subcommittee	Project Plan framework	6/30/04	
	Developer Subcommittee	Project Plan	9/1/04	

5/20/2004